



# North Northamptonshire Council

## North Northamptonshire Council

### Role Profile

### Chief Executive

**Salary: £174,475 - £184, 625 (Pay award pending) plus returning officer/election fees**

**Responsible to:** Leader of the Council

#### **Job Purpose:**

- Fulfil the role of Chief Executive and the statutory designation of Head of Paid Service, working with Council Members and the Senior Management Team to provide leadership, vision and strategic direction for the Council.
- Achieve the strategic aims and objectives of the Council, ensuring value for money and high-quality services in accordance with statutory requirements and sound financial principles.
- Develop and drive the organisational culture to achieve the Council's vision, priorities and strategy.
- Establish and develop successful internal and external relationships and partnerships, as a proactive and positive ambassador for the Council and North Northamptonshire at regional and national levels.
- Act or nominate as Returning Officer.

#### **Main Duties and Responsibilities:**

##### **Strategic Leadership & Management**

- Ensure the delivery of high-quality services to the residents of North Northamptonshire.
- Fulfil the role of Chief Executive and statutory designation of Head of Paid Service, providing clear personal leadership and strategic direction to secure a cohesive and co-ordinated approach to deliver and improve organisation-wide service provision, resource allocation and prioritisation.
- Work with elected members to ensure effective governance of the Council and its' legality, probity, integrity, proper public accountability and scrutiny of decision-making processes.
- Provide visible and inspirational leadership, acting as a role model for a high-performance and supportive culture that enables employees to focus on outcomes for our residents and achieve their potential.

- Develop and drive transformational change, fostering and leading a culture of continuous improvement that reflects the values of the Council and encourages creativity and commercial acumen within a public service ethos.
- Jointly manage the direction and performance of the Northamptonshire Children's Trust, ensuring the delivery of high-quality services to children, young people and families across the county.
- Support the Council's elected leadership in creating and implementing strategies to enable the Council to deliver its vision and objectives.
- Act as the Council's principal policy adviser on matters of strategic and general policy.
- Ensure that the Council meets its statutory obligations, including those relating to health and safety, data protection and equalities – promoting a culture of diversity, fairness and respect.

### **Transformation and Shaping**

- Lead the transformation of the Council; including the integration, digitalisation and commercialisation as appropriate of services and shaping of functions to achieve the best outcomes for the residents of North Northamptonshire.
- Shape a modern and innovative culture and approach in how the Council delivers its critical services and develops its employees
- Establish a strong, financial foundation and position and develop plans for future financial stability and sustainability.

### **Political Interface and Member Relations**

- Develop and maintain effective working relationships with elected Members, working with Members to foster a positive and productive interface between Members and officers across the Council.
- Work with, advise and support elected Members in formulating appropriate strategies and plans to deliver political objectives and modern, effective services.
- Promote a culture of political awareness amongst officers to help translate political will into appropriate future strategies and delivery of objectives.

### **Leading Partnerships, Collaboration & Managing Reputation**

- Play a leading role in the local community; bringing together private, public and voluntary partners to help direct and realise better outcomes for residents.
- Represent the Council and its interests through personal influence and engagement in partnerships at all levels within the public, private and voluntary sectors, acting as an ambassador for the Council at all times.
- Influence a range of policy makers, public bodies, partners and suppliers to ensure the Council is well positioned to meet existing objectives and new challenges.
- Lead and protect the reputation of the Council, overseeing a communications strategy that promotes understanding and a positive image of the Council to internal and external stakeholders and partners.
- Provide personal leadership and direction to ensure the Council engages and connects with the local community; to develop understanding, shape services, build community resilience and drive customer satisfaction.

### **Other Responsibilities**

- Carry out or have undertaken the role of Electoral Registration Officer and Returning Officer for local and national elections. (This responsibility could potentially rest with a different officer).
- Fulfil statutory responsibilities relating to emergency planning.
- Undertake any other duties commensurate with the role.

The position is politically restricted.

## **North Northamptonshire Council**

### **Person Specification**

#### **Chief Executive**

#### **Qualifications**

- Relevant degree or equivalent professional qualification or experience.
- Evidence of continuing managerial, professional and relevant personal development.

#### **Experience**

- A proven track record of achievement at Chief Executive or senior strategic management level in a relevant organisation.
- Demonstrable experience and success in:
  - Delivering outcomes through transforming services that improve services and customer feedback.
  - Promoting, leading and managing transformation programmes in large, complex organisations that involving cultural and structural change.
  - Managing a diverse range of services and translating best practice and organisational ambition/vision into tangible outcomes, achievements and service delivery improvements.
  - Driving cultural change and organisational vision and values.
  - Effective partnership working, networking and collaboration; developing and maintaining positive and productive relationships with a range of internal and external stakeholders and strategic partners.
  - Leading and motivating senior, professional colleagues to ensure high levels of achievement and performance.
  - Managing significant budgets, diverse services, capital programmes and complex projects within agreed resources and procedures.
  - Providing professional advice to and building effective working relationships with senior managers and elected Members.
  - Commitment to equality of opportunity, diversity and inclusivity in relation to service delivery and employment.

- Building, promoting and maintaining an organisation's reputation.

### **Skills and Knowledge**

- Detailed knowledge of the statutory, policy and strategic framework in which local government operates.
- Thorough understanding of the current issues and future challenges facing the sector and their impact across a range of local government services.
- Proven leadership ability, with evidence of developing and embedding vision, setting direction, inspiring confidence, influencing and motivating others.
- Effective interpersonal and communication skills, to engage a range of audiences within and outside the organisation and to positively represent the Council.
- Strong influencing and negotiating skills.
- Highly developed analytical and problem-solving skills, with the ability to work strategically and conceptually and apply sound judgement when evaluating options.
- Political astuteness, with the ability to work successfully within a political environment through effective working relationships with Elected Members.
- Ability to plan and implement strategies and programmes.
- Commercially / financially astute and customer focussed.

### **Personal Qualities**

- Passionate about putting residents at the heart of service delivery.
- Positive role model for behaviours and culture.
- Collaborative and strategic leader, able to motivate and work across boundaries and achieve performance/results through others.
- Robust and resilient, with drive and self-motivation.
- Innovative and forward looking.
- Flexible to meet competing demands and challenging circumstances.
- Personality and credibility that engages and gains the confidence of all stakeholders.
- Personal integrity, with a personal commitment to equality, diversity and inclusivity.